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TO: Dairy Council of California Executive Committee
Mike Newell, Chairman
Chris Sawyer, Vice Chairman
Herm Benedetti, Mary Parente, Ken Mercer, Andy Rynsburger, Arlan Van Leeuwen

FROM: Michele Rebensdorf

DATE: 12/22/05

Number of pages: 2

This notice will confirm the date and location of the upcoming Executive Committee meeting. The meeting will be **Friday, January 20, 2006** at the DCC office in Sacramento. The meeting is scheduled to begin at 10:00 a.m. and will conclude by 2:00 p.m. with lunch being served. The agenda will be based on the following Standards of Performance for the first meeting of the calendar year.

If you need assistance making flight arrangements, I would be glad to help you. If you make arrangements on your own, please call me with your flight times and I will pick you up and take you back to the airport.

We look forward to seeing you!

c: Peggy Biltz
Doug Bauser
Dennis Manderfield
Andrea Kruger

EXECUTIVE COMMITTEE
DAIRY COUNCIL OF CALIFORNIA
STANDARDS OF PERFORMANCE

Executive Committee responsibilities will be fulfilled when the following are accomplished and appropriate feedback is given to the C.E.O.:

At its first regularly scheduled meeting of the calendar year, the Executive Committee will:

1. Review current financial statement against budget and develop appropriate recommendations to the Board
2. Review all contracts and leases from previous calendar year
3. Review C.E.O.'s expense account from previous calendar year
4. Review C.E.O.'s performance for previous year
5. Review C.E.O.'s salary and make appropriate recommendation for adjustment to the Board
6. Review C.E.O.'s recommendations on administrative matters that are outside her authority and take appropriate action
7. Approve Chairman's appointments to program committees
8. Select Board meeting dates and sites for following year
9. Receive C.E.O.'s report on out-of-state program usage